



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Appraising Performance

Course number: 088201

Course length: One day of training.

Software: n/a

Course Description

Appraising Performance provides an overview of the basics of conducting performance appraisals. It provides guidelines and best practices for evaluating and improving the work performance of employees, thereby increasing quality and productivity.

Prerequisites: There are no prerequisites for this course.

Delivery Method: This course is designed for instructor-led, group paced classroom-delivery, providing students with structured hands-on activities.

Performance-Based Objectives

- Establish performance expectations so that desired work results are achieved in accordance with the organization's values and quality standards.
- Write a performance appraisal so that it reflects an objective evaluation of the individual's work performance.
- Prepare for a performance appraisal discussion so that there are no barriers for an effective discussion.
- Conduct a performance appraisal so that mutual understanding and cooperation is achieved and a realistic development plan to improve future performance is prepared.
- Follow up on a performance appraisal so that future performance meets expectations.

Hardware/Software Requirements

You will need:

- An overhead projector
- A whiteboard projection screen and markers
- A flip chart and markers
- Microsoft Word 2000

Course Content

Lesson 1: Establishing Performance Expectations

- Topic 1A: Appraise Performance
- Topic 1B: Manage Performance
- Topic 1C: Establish Performance Expectations

Lesson 2: Writing a Performance Appraisal

- Topic 2A: Avoid Common Performance Rating Errors
- Topic 2B: Gather Appraisal Information
- Topic 2C: Rate Performance
- Topic 2D: Ensure Legal Compliance

Lesson 3: Preparing for the Appraisal Discussion

- Topic 3A: Prepare the Individual
- Topic 3B: Arrange the Logistics
- Topic 3C: Prepare Yourself

Lesson 4: Conducting the Performance Appraisal Discussion

- Topic 4A: Discuss Your Ratings and Comments
- Topic 4B: Resolve Performance Problems
- Topic 4C: Cope with Discussion Difficulties
- Topic 4D: Plan for the Future

Lesson 5: Following Up

- Topic 5A: Evaluate the Effectiveness of the Appraisal Discussion
- Topic 5B: Communicate Frequently
- Topic 5C: Provide Ongoing Feedback and Coaching

Appendix A: Works Cited

References and Works Cited Topic

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Excel comprehensive online courses, email for more details.



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